

UNIT 50 ISSUING AWARDS & RELATED NOTICES

(Blueprint 29 — 4/1/91)

UNIT CERTIFICATION

Statement of Completion

_____ has satisfactorily completed on-the-job training in the duty or duties of this Unit under the conditions described below and in accordance with the overall standard(s) for this Unit.

Duty	Award the contract.
-------------	---------------------

Conditions	Given the completed contract and related documentation
-------------------	--

Overall Standard(s)	The contract is properly approved, signed, and executed. Make all required notifications.
----------------------------	---

Evaluator

Name

Title

Date

UNIT 50 ISSUING AWARDS & RELATED NOTICES

DOCUMENTATION OF OJT ASSIGNMENT(S)	
Description of Assignment:	
Evaluation:	
Completion Date:	

UNIT 50 ISSUING AWARDS & RELATED NOTICES

Policies

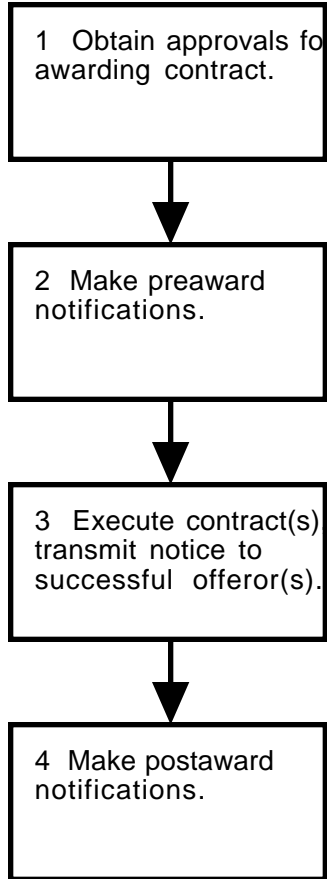
<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
3.104		Withholding award based on a possible violation of Procurement Integrity Act.
4.1		Contract execution.
4.2		Contract distribution.
4.6		Contract reporting.
5.3		Synopsis of award.
7.306(a)(4) 7.306(b)		Announcing the results of cost comparisons.
13.106-2(c)		Award under SAT
14.407-1(a) 14.407- 1(c)(1) & (2)		Awarding contracts resulting from sealed bidding.
14.408		Information to bidders.
15.1001 15.1002		Notifications.
19.705-6		Notice to SBA when the contract includes a subcontracting plan.
52.204-1		Approval of the contract.

Other KSA's

1. Knowledge of the law of agency, including creation of the agency relationship, scope of authority, duties and liabilities of the agent, fiduciary relationships, and types of agents, in terms of contract execution (from Business Law).


Other Policies and References (Annotate As Necessary):

AWARD




UNIT 50 ISSUING AWARDS & RELATED NOTICES

Tasks	Related Standards
1. Obtain approvals for awarding contract. <ul style="list-style-type: none"> • Contract clearance • Legal • Requiring activity. 	1. Satisfactorily answer all questions raised, correct the contract where necessary, and, if necessary, augment file documentation. Do not award until all required approvals have been obtained.
1. Determine whether there has been a violation or possible violation of the statutory prohibitions in FAR 3.104-3. Subtasks: <ul style="list-style-type: none"> • Determine whether the violation or potential violation impacts the procurement. • Report the violation or potential violation. • Take any action directed by the HCA or designee. 	
2. Make preaward notifications. <ul style="list-style-type: none"> • Unsuccessful offerors for a small business set-aside. • Agency public liaison office. 	2. Provide sufficient time to allow challenge of size to the contracting officer or SBA (under FAR 15.1001(b)(2)). Provide sufficient time to allow announcement of award by appropriate agency or Congressional official.

 Preaward and postaward notifications can be electronic. (15.1002 Notifications to unsuccessful offerors, FAC 90-31, 94-701)

3. Execute contract(s) or purchase orders and transmit notice to successful offeror(s).	3. For IFBs, make contract award by written notice within the time for acceptance specified in the bid or an extension. Suitably number and execute award documents when multiple awards are made. Executed contracts conform to FAR 4.1 and 14.407-1. If award is being made for only part of the items, state that the Government may make subsequent awards on additional items within the offer acceptance period.
---	--

Electronic Notifications

 Contracting officers can use electronic rather than paper medium to transmit preaward notices, postaward notices, and notices of award. [§14.408-1, §14.409-1, Subpart 15.10, and §36.304; FAC 90-31, Case 94-701]

UNIT 50 ISSUING AWARDS & RELATED NOTICES

Tasks

Related Standards

<p>4. Make postaward notifications:</p> <ul style="list-style-type: none">• Requiring activity.• Unsuccessful offerors.• CBD synopsis and public announcements.• SBA, DOL, and other Government agencies.• Input to Federal Procurement Data System (FPDS).• Distribute copies of contract to the contractor(s), paying office, contract administration activity (if the contract administration has been delegated), audit services (if the contract requires audit service), and other such parties.	<p>4. Inform all parties of the award to the extent specified in the FAR. Distribute copies as prescribed in FAR 4.2. Input to the FPDS as prescribed in FAR 4.6. Release the CBD synopsis and public announcements as prescribed in FAR 5.3. Notices to unsuccessful offerors should conform to the requirements of FAR 14.408 or 15.1001.</p>
---	---

Notification Requirements Under SAT

Except for FACNET awards, notify unsuccessful suppliers only if requested

Notification Deadlines

☞ Notify unsuccessful offerors within three days after award. Consider notification by registered mail, with return receipt requested, or E-Mail with automatic return receipt, or fax if your fax software or hardware verifies receipt by the receiving fax station. For the purpose of this section, “day” means calendar day, except that the period will run until a day which is not a Saturday, Sunday, or legal holiday. [§14.409-1, §15.1002, §25.405, and §36.304, FAC 90-31, Case 94-701]

New FPDS Fields

☞ There are new FPDS reporting fields for awards to small disadvantaged business concerns, women owned business concerns, number of offers, award of task order contracts, and awards for commercial items. OFPP is revising the form. [§4.601, FAC 90-31, Case 94-701]